Hospice Providers: Reporting Nursing Home NPI Numbers on Claims

This fact sheet shows the process for reporting NPI numbers on claims when a patient's residence is a nursing home and the patient is enrolled in hospice care.

Institutional Direct Data Entry

1. Log into ProviderOne using your assigned Domain, Username, and Password.
2. Select one of the following profiles:
   - EXT Provider Claims Submitter
   - EXT Provider Eligibility Checker-Claims Submitter
   - EXT Provider Super User

3. Click on the hyperlink titled "On-Line Claims Entry".

4. Select "Submit Institutional".

5. Once claim is filled out and prior to submitting, click on the "**Other Claim Info**" tab.

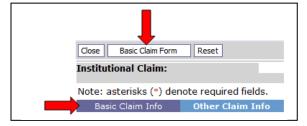6. Click on the red plus (**+**) expander titled "**Miscellaneous Claim**" located under the "**Claim Information**" section.

7. Locate the "**Service Facility**" and click on the red plus (**+**) expander. Enter the Nursing Home NPI number in the "**Provider NPI**" field of this section.

8. Click on either the "**Basic Claim Form**" button **OR** the "**Basic Claim Info**" tab to return to main claim screen.

9. Submit claim as normal.

HIPAA 837 Institutional Claims

- For the HIPAA 837 institutional claim type the Service Facility NPI is located within Loop 2310E, Data Element NM109.

Paper UB-04

- Providers that submit Hospice paper UB-04 claims will continue to use the "Other Provider" NPI field.